


VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Data Control Clerk		CLASSIFICATION CODE: 02702000	
	SALARY RANGE: 315 A 31605-34383		REFERENCE POSITION: M 139810100-00002	
	Department or Agency Name: Corrections		APPLICATION PERIOD: 4-20-2009 to 4-26-2009	
	Division/Section/Unit: Parole Board/Sex Offender Unit		3 day grace: 4-29-2009	
	Assignment(s) / Comments:			
	Shift and Days: Mon.-Fri. 8:30-4:00		Job Location: Varley Building, Cranston, RI	
	Restrictions/Limitations: LEAVE TO PROTECT STATUS-Limited to 10-24-2009			
	Position Covered By Collective Bargaining Union Agreement:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit: U			
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this:		See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may bid.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 		<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
	<ul style="list-style-type: none"> Reasonable Accommodations: <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p>			
	<ul style="list-style-type: none"> Medical Information: <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>			
Statement of Duties	DUTIES / RESPONSIBILITIES: To be responsible for all sex offender database input and the creation of monthly reports that support the Unit's daily operations. This position also entails updating the Statewide Sex Offender Registry and address verification, maintains community notification alerts, address changes and packages to Police Departments, updates the Sex Offender Website, scans cases for review by the Sex Offender Board of Review, tracks offenders leaving the ACI, oversees the Duty to Register paperwork process, and assists in the implementation of the sex offender appeal process.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: Graduation from a high school or from a computer-related technical school; and Experience: Such as may have been gained through: Employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div> Janet L. Colvin Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920 </div> <div> Telephone #: (401) 462-0380 Fax #: (401) 462-2685 TTY/TDD #: 7-1-1 (Telecommunication Device for the Deaf) </div> <div>  </div> </div>			

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY PROGRAM EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

e appointed to this position.